Setup – Outlook 2003

How to setup Outlook to work with your new email account.

1.) After logging in, go to CONTROL PANEL and select MAIL. The icon should look like one of these:
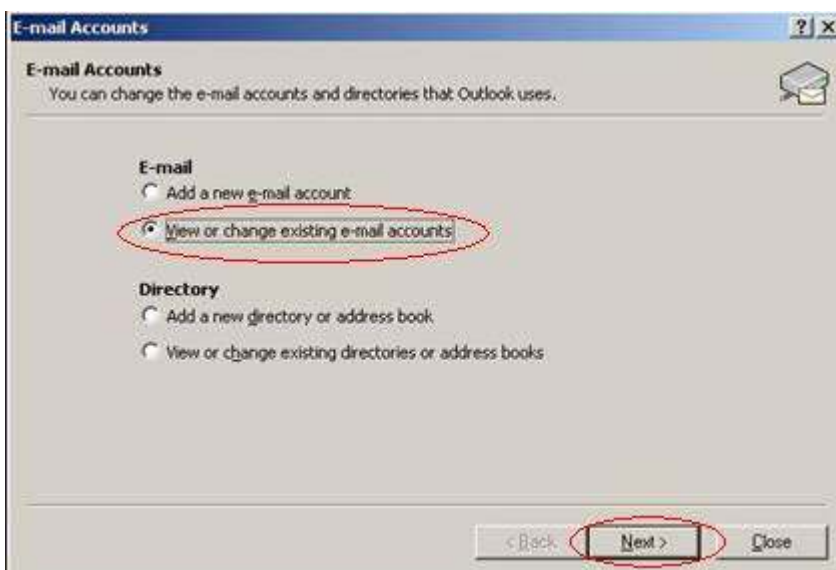

NOTE: FOR WINDOWS XP USERS, THE CONTROL PANEL MUST BE IN CLASSIC VIEW TO REVEAL THE MAIL ICON. IF NECESSARY SELECT CLASSIC VIEW FROM THE LEFT SIDE OF THE CONTROL PANEL WINDOW.
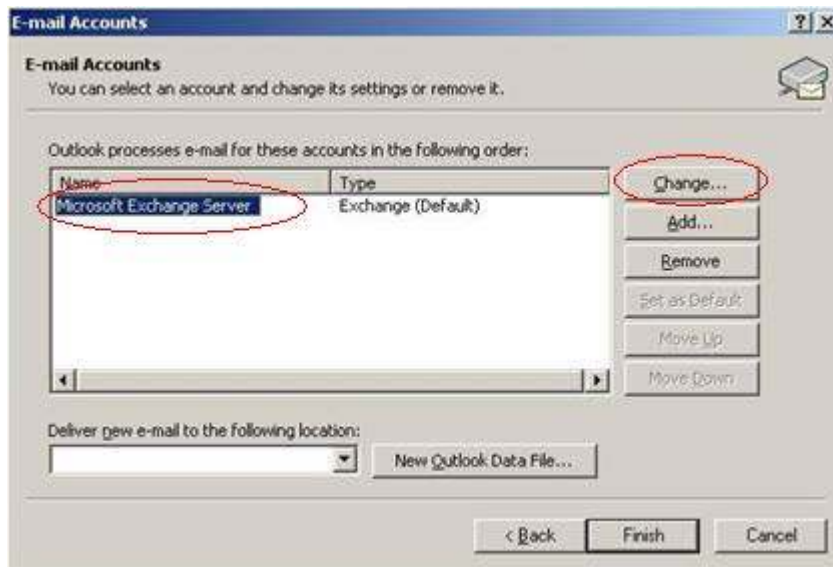
2.) On the first screen select E-MAIL ACCOUNTS.

3.) On the next screen select VIEW OR CHANGE EXISTING EMAIL ACCOUNTS and click NEXT.

4.) On the next screen select your mail profile and select CHANGE. You may have more than one.
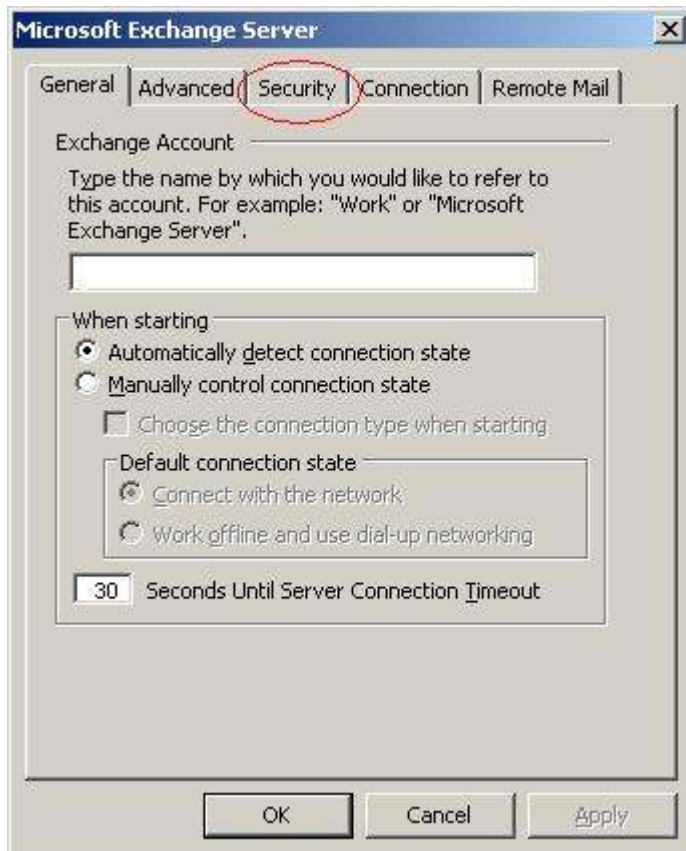

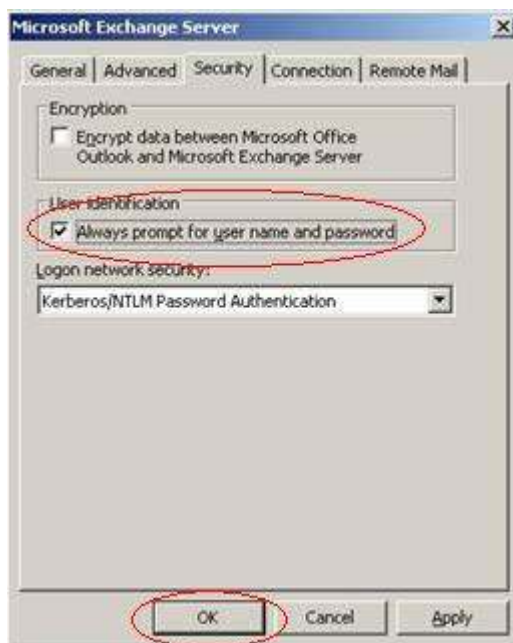**5.)** On the next screen select MORE SETTINGS.

(continued on next page)

6.) On the next screen select the SECURITY tab.

7.) On the resulting screen select the SECURITY tab. On the SECURITY tab, check the box to ALWAYS PROMPT FOR USER NAME AND PASSWORD and click OK.

8.) On the resulting screen select NEXT.

9.) On the final screen select FINISH.

(continued on next page)

10.) After making these configuration changes you will need to log out and log back in. Your domain name can be found in the message you received with your new account info. The domain is the part to the left of the \ and your username is the part to the right of the \ . For example, a user named JUSER in the domain named MYDOMAIN would read *mydomain*\juser in the message. Blackberry users may be prompted to log into Outlook immediately after logging into the workstation, other users should be prompted to log into Outlook when they start Outlook. Depending on what Outlook version is being used the login box should look like one of these;

Please note that if the login box looks like the one on the right where there is no box to enter the domain name, the domain name and username must be entered into the username box separated by a backslash. For example, a user named JUSER in the domain named MYDOMAIN would enter MYDOMAIN\JUSER into the username box.